



The Town of Los Altos Hills



*invites your interest for the
position of*

**Public Works
Director/
City Engineer**



Town of Los Altos Hills

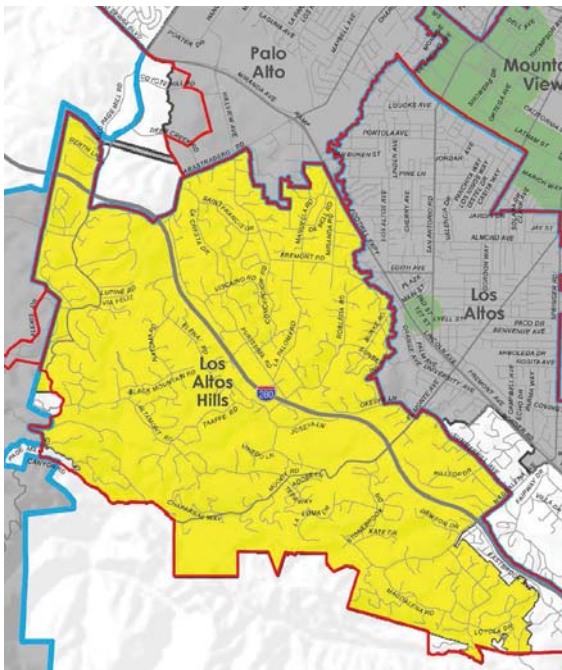
The beautiful Town of Los Altos Hills is nestled in the scenic hills of northern Santa Clara County adjacent to the cities of Palo Alto and Los Altos. Located thirty-five miles south of San Francisco and seventeen miles north of San Jose, Los Altos Hills is a premier Silicon Valley residential community dedicated to the preservation of the rural atmosphere of the foothills and orderly and unhurried growth. The population of almost 8,500 residents enjoys 55 acres of town open space and access to 28,000 acres of open land contained in the Mid-Peninsula Open Space District.

Los Altos Hills is primarily a residential community within a 9.4 square mile area. An additional 4.9 square mile area of unincorporated land adjacent to the Town's boundaries have been designated by the County of Santa Clara as being within Los Altos Hills' "sphere of influence". The Town is distinctive because of its unique rural nature consisting of rolling hills, numerous creeks and densely wooded areas, along with an extensive network of pathways which serve as a connection hub for residents.

Town residents are known for their spirit of community volunteerism and are encouraged to become active in Town governance, serve on Town committees, and participate in local events. This inclusive, open style of governance is embraced by the citizens and is part of what makes Los Altos Hills a unique and progressive town.



Town Government



The Town of Los Altos Hills incorporated in 1956 as a General Law City, and celebrated its Diamond Anniversary this year. The City Council, City Manager, and staff take great pride in working in a cohesive partnership with an active and involved citizenry to continually improve the community. Open Town Hall meetings are often convened to discuss issues of significant importance to the community.

The Town has 22 full-time employees within the departments of Finance/HR, Planning & Building, Public Works, Parks & Recreation and City Clerk. The Santa Clara County Sheriff's Office provides police protection and the Los Altos Hills County Fire District provides fire protection to Town residents. The Town also uses contract services for legal services, permit review support, and sewer maintenance. The 2016-17 Operating and Capital Improvement Budget, including Sewer Fund, is \$14.8 million.

The Position

The Public Works Director reports to the City Manager and oversees a staff of six, which includes a maintenance team of four. This at-will position is responsible for planning, directing, managing, and overseeing the activities and operations of the Public Works Department, including delivery of a sewer improvement plan; management of the streets maintenance program; and active oversight of the pathways programs, which includes maintenance, grant administration, and funding.

Development of positive work relationships with the various town volunteer committees will be an essential aspect of this role as the Town relies on the community for assistance and support for numerous improvement projects.



The Public Works Department operates on a \$3.9 million operating budget and \$4.7 million capital budget, plus carryovers. For 2016-17, the Town is investing \$2.1 million in annual sewer rehabilitation program, including carryover, and \$1.1 million annual pavement rehabilitation program to maintain the PCI at 77.

Ideal Candidate

The new Public Works Director will be an active, progressive and community-minded leader who provides a high level of creativity and innovation in the work environment. Diplomacy and responsiveness, combined with solid communication skills, will be paramount in connecting with the community at large and in effectively working with city council, town volunteer committees and fellow staff members.



Strong capital project management and contract administration skills are necessary areas of expertise. Experience with private development, subdivisions, sewer systems, storm drains and other infrastructure needs is critical. Familiarity with granting agency processes (e.g., VTA, CalTrans, etc.) would be ideal, as the Town's pathway program benefits from such grants.

The candidate must have a degree in Engineering, Construction Management, or a closely related field and an active P.E. with good standing. Three or more years of supervisory experience in a public works environment is preferred. It is also essential for the candidate to have a working understanding on risk management and on risk mitigation best practices within public right-of-way.

Compensation & Benefits

The monthly salary range for the Public Works Director is \$10,044 – \$14,650 DOQ. The Town also offers an attractive benefits package, which includes:

- Retirement — CalPERS 2% @ 60 for classic members (employee pays pre-tax contribution of 7.0%) or 2% @ 62 for new members under the Public Employee Pension Reform Act (PEPRA) (6.5% employee contribution). The Town does not participate in Social Security (6.2%).
- Health & Wellness — Town offers a flexible benefit plan and allows employees to select the best fit health plan offers through CalPERS Health. For 2016, the Town's maximum monthly contribution is \$746.47 for employees only, \$1,418.29 for employee plus one and \$1,821.39 for employee plus family. Employees may waive medical coverage and receive an annual \$7,200 opt-out credit, with proof of coverage through another medical plan. Vision and dental coverage is included at no cost.
- Allowances — Auto allowance at \$250 per month and phone allowance at \$15 per month or Town issued phone.
- Other Compensations — Vacation accrual at 8-13 hours per month depending upon length of service; Administrative leave at 96 hours per year - prorated the first year based on appointment date; sick leave accrual at 8 hours a month; 12 days of holiday pay; up to 3 days of bereavement leave; up to 12-work weeks for family and medical leave; and participation in the annual wellness program - up to \$500 annual reimbursement.
- Other Town Paid Benefits — Life and accidental death and dismemberment insurance, long-term disability insurance policy, and Employee Assistant Program.
- Other Benefits Available to Employees (pre-tax deduction) — State Disability Insurance (short-term) and deferred compensation plans - voluntary participation with ICMA-RC or Hartford.
- Miscellaneous Benefits — Flexible work schedule available; free participation in Town events; Santa Clara County Employee's Credit Union membership; and tuition reimbursement.

The Process

This is a great opportunity for mid-managers seeking a first-time directorship position. To be considered for this exciting career opportunity, please forward a letter of interest and your resume with salary history and five work-related references (who will not be called until mutual interest is established) to:

Town of Los Altos Hills
Administrative Services Department
26379 Fremont Road
Los Altos Hills, CA 94022
Attention: Pak Lin

Fax: 650-941-3160
E-mail: plin@losaltoshills.ca.gov



The job posting will be open until filled and submittals will be reviewed once a week. The first round of interviews will be the week of August 22. Submittal deadlines to participate in the first round of interviews will be **August 12 at 5pm**. Future rounds will be posting on Town website at www.losaltoshills.ca.gov

If you have any questions regarding this position, please contact Ms. Lin at 650-947-2512.